

PARENT'S HANDBOOK

Welcome

Welcome to Jubilee Day Care. My name is Rosalia Marques. I am married, and I have been blessed with two beautiful children of my own. Taking care of children has always been my passion. I feel very fortunate to be working with kids for over 10 years. I provide quality childcare in a loving home environment for children from 3 months to 5 years old. I strive to provide the best care possible for children under my care, so you as a parent can feel assured that your child is in great hands.

My Philosophy

As a mother myself, I believe a day care should be clean, safe, stimulating and fun. The environment should be positive, where children feel as loved as if they were among family members.

Hours of operation

Jubilee is open Monday through Friday from 7:30 am until 5:00 pm except for the days specified in your contract.

Schedules & Fees

Jubilee Daycare encourages parents to schedule children at least 3 times a week. Any time less than that makes it difficult for children to transition into the daycare, to bond with me, staff, other children and our program if they do not attend at least 3 times a week.

I will not accept reduced daily rates. In other words, I do not reduce the rate if you pick up your child early. No refunds are given for parental vacations or exclusion due to illness. See attached price list.

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Guidance and discipline

My goals are to promote independence, autonomy, self-esteem and caring toward others and the physical environment. I use redirection when possible. This means that if a child is in a potentially harmful situation to himself or another child, I will remove him and try to get him interested in something else.

Time-out (a quiet, relaxed, neutral, a cooling-off period for the child do regain self-control) is used when a child is losing control and refuses redirection (acting aggressively, throwing a tantrum or complete defiance.)

When a child's behavior is continually upsetting or dangerous to others, a conference will be called with the parents. If the problems can't be resolved, arrangements will be made for the child to go elsewhere for care.

*Sometimes, if both parents and a provider are both in the same area (ex. Drop-off, picks up, parties, etc,) a child may forget the rules, or test the boundaries. Please help show your child that you respect me, the rules of the house, and my property by reminding them that the rules still apply when you are around. I will also remind them of the rules and, correct them if needed.

Substitutes

If the need arises, I may employ a substitute caregiver. Please be assured, anyone I hire will be someone I know and trust. The caregiver will be trained in all Jubilee Daycare policies and have current CPR and First Aid certifications and be familiar with the children well before being left alone.

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Food

Our day care will provide Breakfast, Lunch and healthy snacks along the day. Children are offered food, not forced to eat. Infants, parents need to provide formula/breast milk until age one or when table food is started.

Special Diets: If a child has a particular dietary need, substantiated by a medical evaluation, I must be informed and given a doctor's note. Substitute meals or snacks should then be brought from home.

Supplies

The following supplies, according to the child's age, should be marked with the child's name and left at Jubilee Day Care: Complete change of clothes, wipes, diapers, pacifier, two sippy cups, bottles, diaper oiment. Notice will be sent home when more supplies are needed. If it becomes necessary to purchase any supplies and/or requested items for your child, you will be billed for it.

In order to do more arts and crafts with the children, donations are welcome.

Toys from Home

No toys may be brought from home be. Children tend to be very interested in a "new toy" and the owner is usually reluctant to share the toy with everyone. If your child needs a special toy or item for sleeping, it will be allowed, but it will be put away when they first arrive. We take no responsibility for lost, stolen or broken toys brought from home.

Outdoor Playtime

It is important for the children to have fresh air and new worlds to explore. Children will play outdoors as the weather permits. On hot days, please consider the use of sunscreen on your child.

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Clothing

Children should wear appropriate clothing to accommodate the activities they will be involved in. Please do not dress your child in his/her "Sunday Clothes" and expect them to stay clean. I will take reasonable precautions not to allow children's clothing to become damaged during messy activities. An extra set of clothing must be left at Jubilee Day Care at all times for each child.

Celebrations

We at Jubilee day care love to celebrate. We celebrate every child's birthday, especial holidays. In some of our celebrations the parents are included, and for these occasions ***we kindly remind you the whenever you are in the daycare, you are responsible for watching your child in all aspects (physical well being, changing diapers and feeding).***

Sick Policy

Children MUST remain home and / or will be sent home for the following reasons:

- Any illness that prevents a child from participating comfortably in activities.
- The illness results in a greater need for care that we can provide without compromising the health and safety of the other children in care.

The child has any of the following conditions:

- Fever of 101 degrees or higher accompanied by behavior changes or other signs of illnesses.
- Symptoms and signs of possible severe illness such as lethargy that is more than expected, tiredness, uncontrolled coughing, inexplicable or persistent crying, difficulty breathing, wheezing, or other unusual signs for the child.
- Diarrhea not associate with changes in diet that are whiter not contained in a diaper or where the child is unable to make it to the bathroom.
- Any blood in stools not explained by diet changes, medications, or hard stools.

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- Vomiting.
- Mouth sores unless doctor determines that the child is not contagious.
- Unexplained rash other than diaper rash.
- Conjunctivitis (defined as the whites of the eyes being pink or red and having white, yellow or green discharge from the eyes).
- Head Lice – Child must remain home until treated and nit free.
- Your child may return to daycare 24 hours after the symptoms of the illness have ended and
- No over the counter medications are necessary or the child has been on antibiotics (if deemed necessary by a doctor) for a full 24 hours and is no longer contagious.
- Your child may be brought to daycare with the common cold (which means a slight cough and a clear runny nose, and sneezing); however I will call if your child is just plain miserable (whining, crying, repeatedly asking for you). The provider reserves the right to determine when a child should be sent home. If you are unsure whether your child is well enough to attend Jubilee Daycare please call me so we can discuss the symptoms and make a decision over the phone.

PLEASE do not mask your child's symptoms with over the counter medications – doing so and bringing your child to daycare will result in the immediate termination of care for your child. It is also inconsiderate to all the children in my care, as well to their families.

A sick child should be allowed to recuperate fully at home after an illness, so that other children and the provider do not risk unnecessary exposure. If your child becomes ill while in my care, I will call you to pick him/her up. You will be expected to pick up your child within an hour. If that hour passes and your child has not been picked up, I will begin calling the people listed on your emergency information sheet filled out at the time of enrollment.

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It is very important that there be someone who is available to pick up your child in the event of illness or an emergency. Not picking up an ill child in a timely manner is not only unfair to the other children in care and the provider, but also unfair to your own child.

Communication

Communication is very important to us. When I accept a new family into my daycare, I like to be sure that we can share openly any concerns or questions that may arise. It is important that we have a similar childcare philosophy between us. I welcome questions, feedback or discussions of any kind that gives a positive outcome for the child. It is only through parent/provider interaction that a goal of quality, nurturing care can be achieved. Sensitive issues will be discussed outside of regular hours either by phone or at a scheduled conference. Please understand that I have a family too and enjoy spending time with them. Therefore, I appreciate working with families who respect their contract schedules and are not habitually tardy.

Nap/rest

All children under the age of 5 should have a rest period. No child is forced to sleep; however, they must remain quiet. No child is to be dropped off or picked up during this time; it has proven to be very disruptive to the other children. If you have an appointment for your child, please make it before noon or after 3.00pm.

Toilet Training

I will support you in your efforts to toilet train your child. This is a very important period for your child and is most successful when we work together. Please provide pull-ups and clothes that are easy to put on and off.

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OBS: Please read some frequently asked questions illustrate these points:

If our family is going on vacation, do we still have to pay?

Yes, as set forth in your contract. We are a business like any other. If you choose not to attend for any reason, you cannot skip payment. Think of us as you do your mortgage holder or landlord. Being on vacation does not relieve you of your obligation to pay on time.

If my child cannot attend one day next week, can she come an "extra" day this week to "make up" for her absence?

Not unless you plan to pay for the extra day this week. As set forth above, whenever your child attends on a day other than set forth on their schedule, you must pay for the extra day.

Jubilee Day Care
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